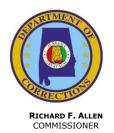


#### STATE OF ALABAMA

## Alabama Department of Corrections

301 S. Ripley Street P. O. Box 301501 Montgomery, AL 36130-1501



October 23, 2006

ADMINISTRATIVE REGULATION NUMBER 332

### OPR: I&I

#### SECURITY THREAT GROUP INTELLIGENCE PROGRAM

#### I. <u>GENERAL</u>

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for the management of Security Threat Groups. Security Threat Group (STG) activity creates a clear and present danger to the orderly operation of the ADOC to include inmates, staff members, and the general public. STG activity undermines the ADOC's ability to carry out its mission, objectives, and programs.

#### II. POLICY

It is the policy of the Alabama Department of Corrections to identify, monitor, and manage security threat groups (STGs); to prohibit inmates from participating in such groups; and to respond appropriately when participation is demonstrated.

#### **III.** DEFINITION(S) AND ACRONYM(S)

- **A.** <u>ISR</u>: Refers to the ADOC Form 332-A, Security Threat Group (STG), Intelligence Submission Report.
- **B.** <u>STG Confirmation</u>: A process that determines and classifies the level of an inmate involvement in a STG.
- **C. STG Renunciation:** A process by which a confirmed STG Member dissociates from an STG.
- **D.** Security Threat Group (STG): Any group, organization, or association of individuals, whether formal or informal, who possess common characteristics which serve to distinguish them from other individuals or groups, and who have been determined to be acting in concert through criminal or delinquent acts so as to pose a threat or potential threat to staff, other inmates, the institutions, or the community. This definition includes, but is not limited to, gangs/gang activity.
- **E. STG Facility Coordinator:** An ADOC employee designated by the STG State Coordinator and the institutional Warden to compile, assess and disseminate STG intelligence information.

- **F. STG Member**: An inmate who has been identified, investigated, and confirmed as a member of a security threat group in the manner described in this AR.
- **G.** <u>STG Review Committee</u>: A committee of at least three (3) employees designated by the Warden to review information concerning possible inmate STG membership status.
- **H.** <u>STG State Coordinator</u>: An ADOC employee designated by the ADOC Commissioner to implement the ADOC STG Intelligence Program.
- **I. STG Suspect:** A process that determines and classifies the level of an inmate that has been investigated and found to have affiliation or association with a security threat group, but has not met the ten (10) point threshold during assessment that is necessary for the classification of STG Confirmation.
- **J. STG packet:** A packet of information in electronic form containing
  - 1. ADOC Form 332-A, Security Threat Group (STG), Intelligence Submission Report,
  - 2. ADOC Form 332-B, Security Threat Group (STG) Committee Review,
  - 3. ADOC Form 302-A, *Incident Report(s)*,
  - 4. photograph(s),
  - 5. correspondence,
  - 6. by-laws, or
  - 7. any other documentation of STG affiliation or status.

#### IV. <u>RESPONSIBILITIES</u>

- A. The STG State Coordinator shall be responsible for:
  - 1. Developing and administering the ADOC STG Intelligence Management Program.
  - 2. Coordinating with the STG Facility Coordinators and disseminating STG intelligence information.
  - 3. Submitting quarterly a summary of departmental STG activities to the Commissioner, Deputy Commissioner(s), Associate Commissioner(s), Institutional Coordinator, Director of Training, and Wardens.
  - 4. Providing instruction and training to STG Facility Coordinators and ADOC staff on STG matters.

- 5. Conducting institutional site visits to provide STG Management Program guidance and to ensure STG intelligence information is properly processed and maintained.
- 6. Authorizes institutional computer terminals for the processing of STG Intelligence Management Program information.

#### B. The Warden is responsible for:

- 1. Developing their Standard Operating Procedure (SOP) to implement this AR and providing a copy to the STG State Coordinator.
- 2. Appointing an STG Facility Coordinator with the assistance of the STG State Coordinator through an interview process.
- 3. Submitting the ADOC Form 332-C, *STG Quarterly Survey Report* via email to the STG State Coordinator.
- 4. Designating at least three (3) members to the STG Review Committee.
- 5. Ensuring that STG Review Committee members meet the training requirements prescribed in this AR.
- 6. Ensuring that the STG Facility Coordinator receives a copy of the ADOC Form 302-A, *Incident Reports* that are STG related.
- 7. Ensuring that staff participating in an inmate intake process receives STG training in an effort to identify potential STG Members that are entering their institutions.

#### C. The STG Facility Coordinator is responsible for:

- 1. Monitoring the inmate population for signs of STG activity.
- 2. Obtaining information about STG activities pertaining to the inmates assigned.
- 3. Maintaining and updating information relative to STG activity at their institutions to include, but not limited to, reviewing incident reports.
- 4. Submitting STG Member and STG Suspect recommendations to the STG State Coordinator.
- 5. Completing and submitting the ADOC Form 332-C, *STG Quarterly Survey Report* to the Warden.
- 6. Participating in local or multi-jurisdictional Gang Task Force seminars / meetings that foster knowledge and share information relative to regional STG activity.

- 7. Administering the STG renunciation process.
- 8. Providing training to personnel on the STG Intelligence Program.
- D. The STG Review Committee members shall review all ADOC Form 332-A, Security Threat Group (STG) Intelligence Submission Report and any other pertinent information and make a recommendation on the STG status of an inmate.
- E. ADOC employees shall be responsible for reporting and documenting any information related to STG activity.
- F. The Warden of Kilby Receiving and Classification Center (R&CC) and Julia Tutwiler Prison for Women, along with the STG State Coordinator shall ensure that staff participating in the inmate intake process (in-processing, classification, psychological, and medical interviews) receive STG training in an effort to identify potential STG members that are entering the ADOC system.
- G. The Director of Training is responsible for assisting the STG State Coordinator in coordinating training topics for ADOC employees to meet training needs as outlined in this AR.
- H. The Information Systems Division shall provide and update necessary computer hardware, software applications and inmate data storage to implement this AR and shall enable, upon request by the STG State Coordinator, authorized websites for viewing / training on institutional computer terminals.

#### V. PROCEDURES

- A. The ADOC STG Intelligence Management Program electronically captures STG information in reference to each ADOC inmate. The success and usefulness of STG information is totally dependant upon submission of information from the ADOC employees.
- B. There are two mechanisms in which an inmate will be reviewed for STG affiliation.
  - 1. The first is through **intake** into the ADOC utilizing an ISR.
  - 2. The second is through an ISR initiated at <u>any</u> point while the inmate is incarcerated.
- C. During <u>initial</u> intake at Kilby CF and Tutwiler Prison for Women (or those institutions that receive new admissions into the ADOC system):

- 1. The STG Facility Coordinator / designee shall:
  - a. evaluate all inmates by reviewing documentation and / or interviewing those admitted into ADOC custody.
  - b. complete and ADOC From 332-A on all inmates.
  - c. document and photograph inmate tattoos and identifying marks that are, or could be, related to STG activity.
  - d. upload documentation and photograph information into the STG Intelligence Management System.
  - e. An ADOC Form332-A shall be completed **on all new arrivals** into the STG Intelligence Management System, regardless of whether or not the inmate is suspected of STG activity.
  - f. encourage the submission of intelligence reports during the routine incident reporting process at the institution, even when STG activity is not readily apparent.
- 2. The intake information shall be submitted to the STG Facility Coordinator:
  - a. The STG Facility Coordinator shall review intake information for completeness and determine whether or not follow up interviews are required.
  - b. The information shall be imported or scanned into electronic form.
  - c. When all information is recorded, the entire package shall be forwarded electronically to the STG Review Committee. This package will be comprised of the ISR and any relevant documentation or information that prompted the review.
  - d. New inmate arrivals with no apparent STG involvement will not require Review Committee action. An STG status of "None" will be entered for these inmates.
  - e. ISRs for previously confirmed STG members shall <u>not</u> require Review Committee action, but will be forwarded directly to the STG State Coordinator.
- 3. The STG Review Committee shall be composed of at least three (3) members designated by the Warden.
  - a. The Review Committee may be comprised of:
    - (1) Primary: Captain, Classification Supervisor, and Psychological Associate.

- (2) Alternate: Lieutenant, Classification Specialist, and Chaplain.
- b. The committee shall act on ISRs at least once per week.
- c. The committee shall review documentation and determine whether or not the inmate is to be recommended as an STG Member, or an STG Suspect, or None (no involvement STG).
- d. This is a review committee, thus, an inmate has no right to attend, receive advance notice, right to call witnesses, nor other "due process" associated with this review.
- e. The documents that the committee members shall review are, but not limited to, ISR and any related documents. Any previous ISRs shall be evaluated and taken into consideration.
- f. For an inmate to be recommended as an STG Member, two of the three committee members must recommend a status of "Confirmed."
- g. A "Confirmed" status is determined by a committee member assigning points that support a score of ten (10) or higher.
- h. For an inmate to be recommended as an STG Suspect, two of the three committee members must recommend a status of "Suspect."
- i. A "Suspect" status is determined by a committee member assigning points that support a score of one (1) to nine (9).
- j. For an inmate to be recommended as "None", two of the three committee members must recommend a status of "None."
- k. The status of "None" is determined by a committee member assigning zero (0) points.
- 1. Each committee member shall enter their recommendation of the inmate's STG status into the STG Intelligence Management System by using ADOC Form 332-B, STG Review Committee.
- 4. The STG Facility Coordinator shall review for completeness the committee member's recommendations, and then transmit the information to the STG State Coordinator.
- 5. The STG State Coordinator shall:
  - a. Review and render a final decision on confirmation recommendations made by the institutional STG Review Committee and annotate the decision in the database.

- b. The STG State Coordinator may override the decision of the institutional committee if he / she does not agree with the recommendation to confirm STG Member status. In this case, the inmate will be deemed an STG Suspect.
- 6. All STG related information shall be retained in the database for current incarceration intelligence, future incarcerations, court cases, or inquiries from other law enforcement agencies.
- D. At any point in the inmate's incarceration, when information is discovered that indicates previously undocumented STG involvement, any ADOC employee may complete the ADOC Form 332-A, Security Threat Group (STG)

  Intelligence Submission Report and submit it to the STG Facility Coordinator.

#### E. As a result of STG behavior:

- 1. The inmate may be issued disciplinary action under the provisions of AR 403, *Procedures for Major Rule Violations and Minor Infractions* and / or AR 414, *Behavior Citation Procedures for Informal Disciplinary Actions* if appropriate.
- 2. The Warden may modify an inmate's privileges if he / she believes it is necessary for the security and orderly operation of the institution, or to prevent violations of the law.
- 3. The Warden may place the inmate in Administrative Segregation as described in AR 433, Administrative Segregation and Housing for Close and Maximum Custody and the ADOC Classification Manual.
- 4. The Warden may have the inmate transferred through inmate transfer procedures.
- 5. The Warden may deny inmates that are identified as STG Members or STG Suspects participation in or terminated from any group or religious activity, program, or job/class assignment if their presence or participation presents a risk to the safety, security, or orderly operation of the institution. The Warden shall notify the STG State Coordinator of this decision.

#### F. Quarterly Report:

- 1. The STG Facility Coordinator shall submit an ADOC Form 332-C, Security Threat Group (STG) Institution Quarterly Survey Report to the STG State Coordinator by the 10<sup>th</sup> of the following months: January, April, July and October. The report should include, but not limited to:
  - a. Responses to survey questions.
  - b. Information regarding the institutional STG activities.

- c. Copies of ADOC Form 302-A, *Incident Reports* of STG-involved incidents at the institution.
- d. Any other information related to STG involvement affecting the institution.
- 2. The STG State Coordinator shall summarize the institutional information and submit the results to the Commissioner, Deputy Commissioners, Associate Commissioners, Institutional Coordinator, Director of Training, Director of I&I and Wardens.
- G. Vigilance of inmates who are known STG Members and Suspects shall consist of:
  - 1. Documentation of interaction between Members and Suspects.
  - 2. Monitoring of mail and telephone correspondence.
  - 3. Monitoring movement and activities.
  - 4. Conducting searches and shakedowns.
  - 5. Monitoring drug tests.
  - 6. Monitoring disciplinary and incident reports involving Members and Suspects.

#### H. Renunciation of an inmate:

- 1. Inmates confirmed as STG Members may request the removal of the STG designation by notifying the STG Facility Coordinator of their desire to renounce membership in the STG. The STG Facility Coordinator shall provide the inmate with ADOC Form 332-D, *Security Threat Group* (STG) Renunciation Request. The STG Facility Coordinator shall notify the STG State Coordinator of the request.
- 2. Upon completion of the ADOC Form 332-D, a complete "de-briefing" will occur. The STG Facility Coordinator will complete this ADOC Form 332-E, *Security Threat Group (STG) Renunciation De-Briefing Questionnaire* with the inmate. Under normal circumstances, information received during the de-briefing should <u>not</u> be used to support disciplinary action. The intent is to obtain information and intelligence about the particular STG structure, activity, and affiliates.
- 3. The STG Facility Coordinator shall forward the ADOC Form 332-D and ADOC Form 332-E to the STG Departmental Coordinator for review and consideration.
- 4. The STG State Coordinator's shall render a decision and update the STG Intelligence Management System and provide a copy of the ADOC Form 332-D and ADOC Form 332-E to the STG Facility Coordinator.

- 5. Upon acceptance of the inmate's request, the inmate shall have no disciplinary action that is related to STG involvement for a one year period, otherwise, the renunciation to be **voided**.
- 6. The STG Facility Coordinator may consult with the classification personnel to consider placement of the inmate in an ADOC Anger Management, Cognitive Skills program, or other appropriate program(s).
- 7. The Warden may consider placing the inmate in Protective Custody according to AR 435, *Protective Custody*.

#### I. Training requirements

- 1. The STG State Coordinator shall receive a minimum of 40 hours of annual STG training. Attending an STG / Gang conference or seminar will count towards these requirement hours.
- 2. The STG Facility Coordinator shall receive a minimum of 24 hours of Initial Orientation STG Training. The STG Facility Coordinator shall receive a minimum of 16 hours of annually, thereafter. Attending an STG / Gang conference or seminar will count towards these requirement hours.
- 3. Other security and support staff shall receive STG training provided by the STG State Coordinator / designee.
- J. Inmates released from the ADOC that are subsequently re-incarcerated in the ADOC will be given the same STG status that they held prior to release.
- K. Specific information about ADOC inmates and STG activity may only be released by the STG State Coordinator in consult with the ADOC Commissioner.

#### VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

#### VII. FORMS

- A. ADOC Form 332-A, Security Threat Group (STG) Intelligence Submission Report.
- B. ADOC Form 332-B, Security Threat Group (STG) Review Committee.
- C. ADOC Form 332-C, Security Threat Group (STG) Institution Quarterly Survey Report.
- D. ADOC Form 332-D, Renunciation Request.

E. ADOC Form 332-E, Security Threat Group (STG) Renunciation De-Briefing Questionnaire.

### VIII. SUPERCEDES

This regulation supersedes Administrative Regulation 332 dated on January 5, 2005.

### IX. **PERFORMANCE**

The AR is published under the authority of:

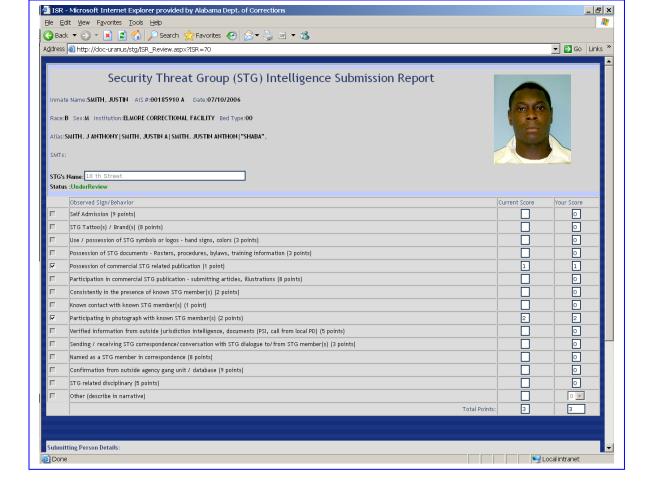
1. Code of Alabama, 1975, Section 14.

Richard F. Allen, Commissioner

## ALABAMA DEPARTMENT OF CORRECTIONS SECURITY THREAT GROUP (STG) INTELLIGENCE SUBMISSION REPORT

Inmate Na	ame:		AIS #:		Date:
Race:	Sex:	Institution:			Bed #
Alias:					
Scars, Ma	arks, Tattoos, Amput	ations:			
STG's Na		******		World Location (E	3ase): ***********
Informati	on / documentation t	hat indicates STG	involvement:		
Sel	f admission ( <b>9 poin</b> t	ts)			
ST	G Tattoo(s) / Brands	(s) ( <b>8 points</b> )			
Use	e / possession of STC	3 symbols or logos	- hand signs, col	ors (3 points)	
Pos	ssession of STG docu	ıments – Rosters, 1	procedures, bylaw	s, training inform	ation ( 3 points)
Pos	ssession of commerci	ial STG related pul	blications ( 1 poin	nt)	
Par	ticipation in commen	cial STG publicati	ion – submitting a	rticles, illustration	ns ( <b>8 points</b> )
Con	nsistently in the prese	ence of known ST	G Member(s) ( 2 ]	points)	
Kn	own contact with kno	own STG Member	(s) ( <b>1 point</b> )		
Par	ticipating in photogr	aph with known S'	TG Member(s) ( 2	2 points)	
Ver	rified information from	outside jurisdiction	intelligence, docum	ents (PSI, call from	local PD) ( 5 points)
Me	nding / Receiving ST ember(s) ( <b>3 points</b> ) med as a STG Memb	-		th STG dialogue t	o / from STG
	Named as a STG Member in correspondence ( <b>8 points</b> )  Confirmation from outside agency gang unit / data base ( <b>9 points</b> )				
	G related disciplinary		int / data base (>)	politis)	
	ner (describe in narra				No apparent STG involvement
Narrative	:				
******	**********	******	*****	**********	**********
I make th	is admission of my o	wn free will and a	ccord; I have not l	been coerced by a	nyone.
Submitted	d By (Print):			Date:	
Signatura					
	copy of Incident Re involvement with a		ohs / disciplinarie	es / other docume	ents to substantiate the
Received	By:	TG Facility Coord	inator)	Date:	

ADOC Form 332-A- December 5, 2006



Electronic appearance of an Intelligence Submission Report

## ALABAMA DEPARTMENT OF CORRECTIONS SECURITY THREAT GROUP (STG) REVIEW COMMITTEE

Inmate Name:	AIS #:	Date of Review:
Committee Member #1		
Name:	Position:	Date:
I have reviewed ADOC Form 332-A My assessment of the information y STG status: Member		and all related documentation with the form.  Therefore, I recommend the following:  None
**************************************	*******	**************
Name:	Position:	Date:
	ields a point score of Suspect	
Name:	Position:	Date:
I have reviewed ADOC Form 332-A My assessment of the information y STG status: Member  ***********************************	ields a point score of Suspect	and all related documentation with the form Therefore, I recommend the following: None ************************************
Comments:		
**************************************	******	*************
Member	Suspect	None
Date:	Approved b	y:

# ALABAMA DEPARTMENT OF CORRECTIONS SECURITY THREAT GROUP (STG) INSTITUTION QUARTERLY SURVEY REPORT

Institu	on Name: Date:	
STG F	cility Coordinator:	
1.	Describe any new STG trends at your institution.	
2.	Describe current significant STG involvement in criminal activity or institution rule violations involving STG.	
3.	What percentage of your overall criminal behavior or institution problems can be attributed to STGs (number of STG Members / number of institutional inmates)?	
4.	What percentage of violent incidents can be attributed to STGs at your institution (number of violent incidents by STG Members / number of non-STG Members)?	
5.	Describe the relationship of STGs and drug trafficking at your institution.	
6.	Describe any increase or decrease in STG activity at your institution.	
7.	Describe any effective STG suppression, intervention, and prevention that you have witnessed at your institution.	
8.	Describe any STG migration patterns you have noticed at your institution (STG Members appearing from another part of the country / state).	
9.	Describe any new directives regarding STGs at your institution.	
10.	Provide information about programs, associations, and task forces that your institutional staff has become involved in as a result of dealing with STGs.	
11.	List statistics relative you particular STGs at your institution, indicating which STG inmates' belong to and the number of known Members or Suspects.	
Warde	's signature:	
, , arac	o distinuit.	

## ALABAMA DEPARTMENT OF CORRECTIONS SECURITY THREAT GROUP (STG) RENUNCIATION REQUEST

I,	, AIS #	, renounce my
membership in the Security Threat Grou	ıp known as	·
	(Name o	of Security Threat Group)
I,	, AIS #	, renounce my
(Inmate Name)		
Membership in the Security Threat Gro	up known as	
I understand that a formal debriefing withat the STG State Coordinator, or design assessing my intentions and willingness indicated above.  Upon approval of this renunciation, I understand that I was designed that renunciation has been according this period, I understand that I was designed that renunciation has been according this period or after acceptance known STG Members or am involved in status as a confirmed STG Member shall I make this renunciation of my own free anything in return for this renunciation.	Il be scheduled following of gnee, will review this renur to disassociate with the Senderstand that I will be on a determination is made incep(s), and have not received ill receive written notificate epted.  of my renunciation, I among STG activities, this renur ll be reinstated for the remainstant of the scheduler.	review" for a period of one dicating that I am no longer I no disciplinary action(s) ion from the Warden /
Inmate Name / Signature	AIS#	Date
Staff Witness / Signature	Title	
Stair Williess / Signature	11110	Duic
***********	********	*********
The Security Threat Group (STG) State determined that there is no evidence tha Group. Therefore, this office has accep	t you continuing involvement	=
STG State Coordinator / Signatur	re	Date

# ALABAMA DEPARTMENT OF CORRECTIONS SECURITY THREAT GROUP (STG) RENUNCIATION DE-BRIEFING QUESTIONNAIRE

Inmate Name:		AIS #	
AKA / Moniker / Nickname:		STG Gang:	
would ac either a r concerni acquiring he / she	pose of a de-briefing is to obtain sufficient dversely impact the STG to the point that member or associate. A successful de-bring the gang's structure, activity, and affig incriminating evidence against the inmunderstands.	t they would no longer accept riefing provides the staff with iliates. It is not to be used for late. The inmate must sign be	the inmate as information the purpose of
In	mate Name / Signature	AIS#	Date
1.	When did you join this group?		Age?
2.	How did you become involved?		
3.	Why did you become involved?		
4.	Have you gained anything (money, dru	gs, sex) through membership	?
5.	What role / rank did you have in this gu	roup?	
6.	Who recruited or sponsored you into the	nis gang?	
7.	Have you recruited anyone?	Who?	
8.	How did you prove your loyalty to be a	accepted into this group?	
9.		to assault or "hit" anyone?	
	Why? (Explain):		
10.	How have you communicated with oth	er members on your group's a	activities?
11.	How do members of your group comm signals, rules)?	unicate with each other (code	_
12.	Are any of your family members invol- Who?	ved with this group or any oth	ner group / gang?
		ADOC Form 332	2-E – October 23, 2006
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# ALABAMA DEPARTMENT OF CORRECTIONS SECURITY THREAT GROUP (STG) RENUNCIATION DE-BRIEFING QUESTIONNAIRE (continued)

13.	Other than assault, have you been ordered to do anything else illegal, and if so, what and by whom?		
14.	Are you in contact with any other group / gang member(s) either in or out of prison? Who?		
	Explain		
15.	How does this group / gang financially support itself?		
16.	How and by whom is the money kept and distributed?		
17.	Who is the person in charge of your group / gang in this institution?		
18.	How is the governing body of the group / gang set up (steering committee, military style, hierarchy)?		
19.	Who are the leaders of the governing body?		
20.	Does this group / gang hide its true intentions by claiming to be religious in nature?		
21.	What type of illegal or other activities is this group / gang involved in?		
22.	Once in the group / gang, how do you get out?		
23.	What signals, colors, or tattoos are used to signify group members? What drawings / symbols are used by your group / gang (attaché additional sheet(s)		
24.	Is your group / gang at war or rival with other group(s)?		
25.	Is your group / gang allies or friends with any other group(s) / gang(s)?		
26.	Do you know of any other members of your group / gang in this institution or any other ADOC institution? If so, who and where?		
27.	Are there any employees that you know of involved with or who help your group / gang?  If so, who and where?		
sheet of p	If the answer is Yes, the STG Facility Coordinator will advise the Warden on a separate paper. No affirmative responses or comments are to be included on this form. ate follow-up will be made by the Warden to the STG Facility Coordinator.		
28.	Other Information:		
Inmate S	ignature: AIS # Date: Date:		
STG Fac	ility Coordinator / Interviewer:		

ADOC Form 332-E - October 23, 2006

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